

CHAPTER 2 STATE-BY-STATE INSTRUCTIONS

This chapter is broken down state-by-state and provides the instructions necessary for assisting citizens in the completion of the Voter Registration Application form (DD 2644). **Only the original cardstock version of the DD 2644 is acceptable for use. Photocopies cannot be used.** Direction is also given for retention of the Voter Registration Information form (DD 2645).

Voter Registration Application Form (DD Form 2644)

The DD 2644 is the primary form used when providing assistance to citizens or prospective enlistees for requesting voter registration, renewal, change of name, choice of party or change of address. Follow the instructions printed on the form, as well as those in the state sections in this chapter.

General Instructions

Who Can Use this Application

U.S. citizens who live or have an address within the United States, can use the application to:

- Register to vote in their state,
- Report a change of name to their voter registration office,
- Report a change of address to their voter registration office, or
- Register with a political party.

Exceptions:

New Hampshire town and city clerks will accept this application only as a request for their own absentee voter mail-in registration form.

North Dakota does not have voter registration.

Wyoming by law, cannot accept this form unless state law is changed.

This application should not be used by citizens living outside the United States and its territories or by members of the military stationed away from home. These citizens should use the Federal Post Card Application (SF-76) available at military bases, American embassies, or consular offices.

Each state has its own laws about who may register and vote. Check the information under the citizen's state in this chapter. Note: All states require United States citizenship by birth or naturalization to register to vote for federal and state offices. Federal law makes it illegal to falsely claim U.S. citizenship to register to vote for any federal, state, or local offices. Also Note: Citizens cannot be registered to vote in more than one place at a time.

Assisting citizens to complete the DD 2644 is easy by following these instructions:

1. Refer to the state page corresponding to the state in which the citizen wishes to apply for voter registration.
2. Follow the depiction of the Voter Registration Application form (DD 2644) in each state section. Shaded areas do not need to be completed.
3. The instructions below the DD 2644's depiction explain further items on the form to be completed for that state. Be sure to check the state pages before assisting a citizen as requirements differ from state to state.
4. Once the DD 2644 is completed (including signature and date) it **must be mailed** to the state's address provided in Section C of the state section of this chapter **within five (5) days** (or other date specified in the state's "When To Send It" section.) **Forms are not to be sent to the Federal Voting Assistance Program.**
5. Mail the DD 2644 in an envelope bearing the Recruiting Office's return address.

Voter Registration Information Form (DD Form 2645)

The completed Voter Registration Information form (DD 2645) must be retained for 24 months either in the Recruiting Office or other location as directed in your Command instructions. An example of this form is contained in Appendix C and may be duplicated for local use by Recruiting Offices.

